MARION POLICE DEPARTMENT

PERSONNEL COUNSELING RECORD Negative Counseling Form	UNIT Patrol	DATE: July 23, 2024
Counseled Employee's Name (Last-First-M.I.) Brinkley, Clay	Rank Patrolman	ID: 037

Counseling Issues:

On July 23, 2024 Officer Brinkley failed to arrive at work at the required time. Officer Brinkley was required to be at work 1 hour early for shift coverage due to training that had been scheduled. The notice was placed in the break room and Officer Brinkley was made aware of the time well in advance. Dispatch had to call Officer Brinkley at home to remind him to come to work at which time he was late to arrive.

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I have read the above and I acknowledge that on 07/23/24 (Supervisor) Sgt, Huddleston 014 advised and counseled me relative to the above captioned personnel matter. Initialing the record of the session will not signify agreement or disagreement with its contents.

Signature of Counseled Employee M37

Counseling Supervisor's Comments and Recommendations:

Officer Brinkley should pay more attention to his schedule. Officer Brinkley should keep and schedule on his phone or download an app provided by the City of Marion to help with his tardiness.

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Counseling Supervisor's Signature: Rank: Sgt. ID: 014

Reviewed by: LT Rank: LT ID: M3/040

Reviewed by: Rank: CHIEF ID: M1